



*U.S. Department of
Homeland Security*
**United States
Secret Service**

Entry Level Assessment Center

The Entry Level Assessment Center (ELAC) is a harmonized system of advance planning to build a pipeline of high-quality candidates to meet the strategic staffing/workforce needs of the Secret Service.

Attendance at an ELAC provides applicants an opportunity to complete multiple assessments of the hiring process over the course of two or three days. Applicants must successfully complete each stage of the hiring process before progressing to the next stage. **Applicants should be prepared to be available for two (2) or three (3) consecutive days.** Attendance at an ELAC may reduce an applicant's hiring process time (time of application to hire) from 8-10 months to approximately 3-4 months.

Attending an ELAC requires all applicants to wear appropriate business attire during all stages and to possess a current federal/state issued photo identification.

ELAC hiring stages include:

- Written Examination;
- Realistic Job Information Briefing;
- Special Agent and Uniformed Division Pre-Employment Review (SUPER Interview);
- Security Forms Review;
- Credit Check;
- Security Interview;
- Fingerprints;
- Polygraph Examination; and
- Medical Examination

If you successfully pass all stages at an ELAC, a background investigation will be authorized and will also be expedited.

Questions regarding the ELAC may be directed to 202-406-5271, during normal business hours, Monday through Friday, 9:00 a.m. to 5:00 p.m.

Written Examination

Uniformed Division Police Officer Position:

The Police Office Selection Test (POST) is an entry-level basic skills test that helps law enforcement agencies select the most qualified applicants by ensuring that candidates possess the basic cognitive skills necessary to successfully perform the job. The POST measures these basic skills: arithmetic, reading comprehension, grammar and incident report writing. The test is pass or fail.

The study guide may be purchased at any local book store.

Special Agent Position:

The Special Agent Entrance Exam (SAEE) is a customized assessment that has been developed for use by the Secret Service only and is based on a comprehensive analysis of special agent duties. The SAEE measures various key job competencies (e.g. written communications, problem solving, attention to detail), and other competencies required for the position. The exam is pass or fail. The SAEE study guide is located at:

<http://www.secretservice.gov/join/apply/SAEE-StudyGuide.pdf>

Realistic Job Information Briefing

The Realistic Job Information Briefing (RJIB) will inform applicants of the job requirements, as well as the relevant policies and procedures of the Secret Service. The RJIB highlights both the positive aspects of the job and the more realistic challenges to the position such as working conditions, shift work, working holidays, etc. The RJIB also affords applicants a question and answer period.

SUPER Interview

The Special Agent and Uniformed Division Pre-Employment Review (SUPER) Interview is designed to: (1) provide applicants with realistic information about the Special Agent or Uniformed Division Officer positions and allow applicants to self-select out of the hiring process; (2) obtain information which may negatively impact an applicant's ability to obtain a Top Secret security clearance; and (3) assess relevant knowledge, skills, and abilities (i.e., competencies) needed for successful performance upon entry into the Special Agent and Uniformed Division Officer positions.

Credit Check

The credit check process involves a detailed review of your credit report by a Personnel Security Specialist. This review is necessary to identify details about your finances that could impede your ability to obtain a Top Secret security clearance, which is required for an employee of the Secret Service. Examples of the types of information reviewed include debt incurred, payment history, liens, bankruptcies, foreclosures, defaults, etc. If derogatory information is obtained during the credit check, you may be discontinued in the hiring process.

Security Interview

The Security Interview is a mandated interview and an integral part of determining one's eligibility for a Top Secret security clearance. The Security Interview covers all items on your completed SF-86, Questionnaire for National Security Positions (which is part of the Security Clearance Forms packet), and focuses on confirming the accuracy of your responses. In addition, the Interview affords you the opportunity to elaborate on any questions asked on any security forms which you have completed, particularly in areas that do not lend themselves to written explanation. The interview covers, but is not limited to, information pertaining to your past and current residences, person(s) residing with you, your education, employment/self-employment, military service, references/personal associates, foreign connections, foreign travel and relatives, illegal conduct, use of drugs, use of intoxicants, financial responsibility, personal conduct, associations and organizational affiliations, and allegiance and loyalty to the United States. You will be interviewed under Sworn Statement or Unsworn Declaration. It is imperative that you are honest, forthcoming, and candid in all of your responses during the Security Interview.

Polygraph Examination

You will be required to take a Law Enforcement Pre Employment Polygraph Examination. The polygraph examination is an investigative tool which assists in determining an applicant's initial or continued eligibility for access to classified information. Topics included in the polygraph examination are falsification of application forms, drug usage, criminal conduct, espionage, sabotage, terrorism, unauthorized disclosure of classified information, etc. Applicants should plan for the examination to take the entire day. It is recommended that applicants get a good night of sleep and have breakfast prior to the examination.

Medical Examination

Applicants will complete a medical examination at the Secret Service's expense. The purpose of the medical examination is to ensure the applicant is able to meet medical standards that predict successful performance of the physical duties of the position.